

OPI Data Collection Checklist

Routine Data Checks: (To be run during all collection periods)

- ☐ Run in-district and statewide Enrollment Overlap Reports
- ☐ Confirm all students have an enrollment
- ☐ Enter End Date for withdrawn students
- ☐ Special Ed - Update when student exits Special Ed (include exit date, exit reason)
- ☐ Verify all completed IEPs are locked

Beginning of Year Collection:

- ☐ Complete all checks under the Routine Data Checks section above
- ☐ Complete & certify graduate data in OPI Reporting Center
- ☐ Complete & certify cohort data in OPI Reporting Center
- ☐ Complete & certify dropout data in OPI Reporting Center
- ☐ Complete ADA (Average Daily Attendance) data submission
- ☐ End date in AIM any staff members who have left
- ☐ Confirm that all American Indian students are identified

Fall, Winter, Spring, and Test Window Count Days:

- ☐ Complete all checks under the Routine Data Checks section above
- ☐ Confirm aggregate hours for all students (if District Edition check these after running sync)
- ☐ Enter Absences - Fall and Test Window only (if District Edition check these after running sync)
- ☐ Mark Exclude ANB 10 day if applicable (request exceptions PRIOR TO the count date)
- ☐ Verify Job Corps, MT Youth Challenge, and MT Digital Academy enrollments
- ☐ Flags: Enter Job Corp, MT Youth Challenge, EIS Early Intervening Services
- ☐ Confirm that your SIS/AIM, and MAEFAIRS enrollment data match
- ☐ Run the state published "Missing Aggregate Hours" ad hoc report

Fall and Testing Program Participation:

- ☐ Complete all checks under the Routine Data Checks section above
- ☐ Verify all completed IEPs are locked
- ☐ Check box for any Title I students if Targeted Assisted (not school wide)
- ☐ Check box for any Immigrant students (include home primary language and date)
- ☐ Check box for any 21st Century Participants
- ☐ Check box for any Foreign Exchange
- ☐ Check box for any Gifted/Talented
- ☐ Check box for any Homeless (include McKinney Vento, night time residence)
- ☐ Check box for any Section 504
- ☐ Verify Supplemental Education Services
- ☐ Update/verify FRAM
- ☐ Update/verify LEP (include home primary language and language of impact)
- ☐ Run ad hoc reports to verify program data

Fall CTE Collections:

- ☐ Enter CTE Post Grad Status

Assessment Registration (Jan.) Collection:

- ☐ Complete all checks under the Routine Data Checks section above
- ☐ Populate "Sort By" field if applicable
- ☐ Verify students with grade level changes

Spring CTE Collection:

- ☐ Check boxes for any CTE students and enter CTE concentrators

End of Year Collection:

- ☐ Enter Graduates and complete Graduation tab (Diploma type, Diploma date and Diploma period)
 - ☐ End all current enrollments, create calendars for next year, roll over enrollments for next year.
- OPI will contact you to confirm whether OPI can help with this process